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1. PROGRAM MANAGEMENT

Program Manager

The Program Manager shall organize, supervise, manage, and direct the group of contractor employees assigned to this project in performance of the tasks described in the Statement of Work (SOW). This will include, but not be limited to, estimating labor hours and time phasing of individual tasks, tracking and managing funding and expenses, determining target dates for work completion, monitoring actual work efforts and comparing them to the work plan, and advising the FAA Program Manager of potential problems related to projects and staff.

The Program Manager serves as the Contractor's authorized point of contact for assigned tasks. The Program Manager shall provide to the Contracting Officer (CO) and FAA Program Manager monthly reports on the status of work in progress, and monitor project activities to ensure that all contractual requirements are being met in a cost-effective manner and within budget limitations. The Program Manager shall interface with the FAA Program Manager as necessary to keep the FAA informed of work in progress, respond to new requirements for services, and provide data and information that may be required.

The Program Manager shall have a firm understanding of all aspects of the SOW and shall be familiar with project management practices to ensure timely and cost effective management of contractual requirements. This individual shall be familiar with the Acquisition Management System (AMS), and shall possess demonstrated experience in managing contracts of a similar type and size.

Minimum qualifications: Masters Degree in engineering, business, architecture, or science and 14 years of relevant experience; OR Bachelor's Degree in engineering, business, architecture, or science and 17 years of relevant experience; OR 20 years relevant experience. In addition, the candidate must also possess 5 years of specialized experience in the direct supervision and management of major projects that involve providing professional support services and/or the integration, implementation and transition of large complex systems and subsystems.

Definition of Labor Skill Levels

The Contractor shall segregate the skilled labor categories according to the following Labor Quality Levels (this section applies to the AA, A, B, C, D, E, F, G, H, I and J levels of labor quality). For skill levels AA, A, B, C and D, a PhD will equate to three (3) years of relevant experience in the applicable field. For skill levels B, C, D and E, a Masters degree will equate to one (1) year of relevant experience in the applicable field. The specific minimum education and work experience requirements are indicated below for each labor category.

AA - For an individual to qualify as Level AA labor, the individual must have a Masters Degree in applicable field of study and fifteen (15) or more years of relevant experience OR a Bachelor's Degree in an applicable field of study and twenty (20) or more years of relevant experience.

A - For an individual to qualify as Level A labor, the individual must have a Masters Degree in an applicable field of study and ten (10) or more years of relevant experience OR the individual must have a Bachelor's Degree in an applicable field of study and fifteen (15) or more years of relevant experience.

B - For an individual to qualify as Level B labor, the individual must have at least a Bachelor's Degree in an applicable field of study and ten (10) or more years of relevant experience.

C - For an individual to qualify as Level C labor, the individual must have at least Bachelor's Degree in an applicable field of study and five (5) or more years of relevant experience, OR fifteen (15) years of relevant experience.

D - For an individual to qualify as Level D labor, the individual must have at least Bachelor's Degree in an applicable field of study and three (3) or more years of relevant experience, OR ten (10) years of relevant experience.

E - For an individual to qualify as Level E labor, the individual must have at least Bachelor's Degree in an applicable field of study, OR six (6) years of relevant experience.

F - For an individual to qualify as Level F labor, the individual must have a High School Diploma or G.E.D., and ten (10) years of documentation control, clerical experience

G - For an individual to qualify as Level G labor, the individual must have a High School Diploma or G.E.D., and eight (8) years of documentation control, clerical experience

H - For an individual to qualify as Level H labor, the individual must have a High School Diploma or G.E.D., and five (5) years of documentation control, clerical experience

I - For an individual to qualify as Level I labor, the individual must have a High School Diploma or G.E.D., and two (2) years of documentation control, clerical experience

J - For an individual to qualify as Level J labor, the individual must have a High School Diploma or G.E.D., and one (1) years of documentation control, clerical experience

For each Labor Category below, minimum skill level and appropriate skill level range is indicated by a letter designator which corresponds to AA through J above.

Task Lead

Serves as the Contractor's expert responsible for technical leadership, direction, strategic and tactical planning, and oversight in the management and administration of the task orders issued by FAA customers. Responsible for ensuring work requested under the task order is performed properly to the complete satisfaction of the customer. Responsible for technical performance of all WBS area products and services and for ensuring cost, schedule and programmatic objectives are met within budget and schedule constraints. In addition to managing the task order, the manager must establish policies, procedures and goals for the successful completion of work within the task order and ensure that such policies and procedures are effectively carried out. Requires frequent interface with FAA personnel, other contractor personnel, FAA technical points of contacts, and other FAA customer representatives. Requires a sound working knowledge of the FAA Acquisition Management System as well as commercial acquisition practices. Other responsibilities include staffing, personnel management, review and approval of technical products, and expenditures, and direct support of the customer as required.

Minimum Skill Level: A

Skill Level Range: AA, A

Project Lead

Proven project management experience managing programs and projects. Expertise in planning, organizing, and prioritizing work, meeting deadlines, managing multiple tasks in a highly-complex dynamic environment, and maintaining fiscal responsibilities is critical. Knowledge of FAA organizations is desirable.

Minimum Skill Level: B

Skill Level Range: A, B

2. ADMINISTRATIVE, CLERICAL, AND TRAINING SUPPORT

Administrative Assistant

Provides general administrative/clerical support with proven experience in maintaining meeting/conference schedules, managing office calendars, distributing mail, travel/conference planning and arrangements, data entry, graphics and illustration technical support, and general office management. Hands-on experience using word processing, spreadsheets, and graphics software. Some experience in data records management preferred.

Minimum Skill Level: J

Skill Level Range: F, G, H, I, J

Business Specialist

Provides project administration services for a wide range of office programs in support of the System Operations organization. Provides for planning, scheduling, coordination, and other assistance to directly support the management of financial, administrative, operations, and technical aspects of programs and projects. Effectively uses office automation systems and programs including word processing, databases, and presentation packages. Requires knowledge of a wide range of managerial, organizational, administrative, and technical principles, practices, and methodologies. Provides substantial coordination and interface with other organizations which requires strong interpersonal skills, as well as written and verbal communications. Must be proficient in the Microsoft Office Suite.

Minimum Skill Level: I

Skill Level Range: F, G, H, I

Technical Writer

Develops, drafts, revises, and edits reports, articles, manuals, specifications, presentation materials, and other technical documents, using rough outlines and materials. Interprets information obtained through research and provided by technical specialists. Applies knowledge of FAA, DOD, and general professional publication standards to documentation content to prepare, edit, and publish technical materials.

Minimum Skill Level: E

Skill Level Range: A, B, C, D, E

Graphic Artist

Preparation of presentation graphics and supports the development of contract deliverables and reports by developing and updating graphic presentations to improve the quality and enhance the usability of these documents. Responsible for integrating the graphics generated with automated tools and the deliverable documents. Possesses familiarity with a variety of multi-media tools required for producing technical documentation. This includes familiarity with Computer Aided Design/Computer Aided System Engineering (CAD/CASE) packages such as AutoCAD and the Adobe graphic product line.

Minimum Skill Level: J

Skill Level Range: F, G, H, I, J

Training Specialist

Conducts training program management including procurement, analysis, design, development, delivery, and evaluation of contractor-developed training. Conducts the research necessary to develop and revise training courses and prepares appropriate training catalogs. Develops all instructor materials (course outline, background material, and training aids). Develops all student materials (course manuals, workbooks, handouts, completion certificates, and course critique forms). Trains personnel by conducting formal classroom courses, workshops, seminars, and/or computer based/computer aided training. Provides daily supervision and direction to staff. Experience in developing and providing technical and end-user training on computer hardware and application software. Demonstrates ability to communicate effectively orally and in writing.

Minimum Skill Level: E

Skill Level Range: A, B, C, D, E

3. FINANCIAL SUPPORT

Financial/Budget Analyst

Classifies, monitors and summarizes financial data for the preparation and submission of reports on a recurring basis. Provides database, financial management, planning and execution support. Assists with budget formulation and execution. Tracks budget expenditures through a variety of FAA tools (Cuff Tools, REGIS, DELPHI, PRISM) and other automated tools. Knowledge of the theories, principles and practices of financial management, including time value analysis, cash flow analysis and cost/benefit analysis. Candidate should be familiar with the Government appropriation process.

Minimum Skill Level: D

Skill Level Range: AA, A, B, C, D

Cost Analyst

Provides database, cost estimating and financial management support, including all activities, which occur during the life cycle of a program. Assists with budget formulation, execution, and reconciliation. Tracks budget using a variety of FAA tools such as Cuff Tool, REGIS, DELPHI, PRISM., etc. Conducts analytical studies involving complex technical parameters, logistics requirements, schedules constraints and similar cost-influencing factors, accounting, procurement and business disciplines. Presents plans, recommendations, analyses, and other advice within a broad functional area to customers.

Minimum Skill Level: E

Skill Level Range: A, B, C, D, E

Project Control Analyst

Oversees financial management and administrative information and activities, such as budgeting, manpower and resource planning, and financial reporting. Performs complex evaluations of existing procedures, processes, techniques, models, and/or systems related to management problems or contractual issues, which would require a report and recommend solutions. Develops work breakdown structures, prepare charts, tables, graphs, and diagrams to assist in analyzing problems.

Minimum Skill Level: I

Skill Level Range: F, G, H, I

4. PROGRAM SUPPORT

Operations Research Analyst

Provides expertise and supports the conduct of investment analyses or other complex system operational analyses. Provides expertise and supports the conduct of the full range of investment analysis activities including market survey, cost analysis, benefits analysis, risk analysis, economic analysis, requirements definition, schedule development, and tradeoff studies. Provides expertise and supports evaluation and presentation of alternatives. Provides operational analysis support to all phases of the Life Cycle Acquisition process. Conducts operational analyses of existing air traffic systems using subsystem performance measures, criteria, and standards to determine requirements for needed changes. Evaluates, selects, and uses the tools of modern operations research (such as commercially available decision and analytical support software tools) to conduct system-wide analysis of the NAS. Supports NAS Architecture efforts including economic analysis of architecture alternatives, architecture issue resolution, and affordability analysis. Requires experience in conducting quantitative analysis using operations research tools, economics, and other quantitative techniques. Must demonstrate competence in the rigorous methods of scientific inquiry and analysis. Experience in conducting quantitative analysis using operations research tools, economics, and other quantitative techniques.

Minimum Skill Level: D

Skill Level Range: AA, A, B, C, D

Program Management Analyst

Experience performing qualitative and quantitative analyses, including but not limited to, project planning and execution, life cycle acquisition planning and management, risk analysis and mitigation plan development. Also requires demonstrated Cost and schedule control system criteria experience for complex programs, specifically, knowledge of contractor earned value/performance reporting and analysis. Demonstrated experience with work breakdown structures, cost accounting principles, schedule development and analysis, and technical performance measurement is required. Certain tasks may require hands-on use of high-end cost and schedule tools (i.e. performance analyzer, Primavera, Monte Carlo simulations) is essential. Requires Bachelors Degree in Business, Management, Math, or related discipline

Minimum Skill Level: D

Skill Level Range: AA, A, B, C, D

Program Analyst

Provides expertise to conduct research, evaluations, analyses, and studies and presents recommendations/solutions related to short and long-term program planning requirements. Prepares summaries of program activities for use in various communications materials; e.g., articles for newsletters, brochures, fact sheets, briefings, etc. Classifies and summarizes data for the preparation and submission of reports on a recurring basis. Provides planning, scheduling, networking and coordination assistance among headquarters organizations. Provides assistance and recommendations to FAA managers and staff which directly affect the conduct and attainment of agency goals. Specific expertise may be required in budget formulation, execution, financial management, risk analyst/management.

Minimum Skill Level: E

Skill Level Range: A, B, C, D, E

Program Specialist

Participates in planning, tracking, and analysis, and reporting on projects of varying type, size, and complexity. Experience providing program support, including but not limited to, briefing development, project tracking (cost, schedule, and performance), project analysis, prepares verbal and written reports and researches and compiles findings. Provides data in support of financial and program reviews. Prepares verbal and written reports to management on financial, administrative, and technical issues. Works independently, makes substantial contributions to team, and has ability to complete complex and difficult assignments.

Minimum Skill Level: I

Skill Level Range: F, G, H, I

5. Special Categories

Cooperative Education Student

Full-time student currently enrolled in a technical cooperative education program as part of degree requirements from an accredited college or university.

Minimum Skill Level: n/a

Skill Level Range: n/a

Subject Matter Expert

Expert Specialties may be obtained under the SME/Specialty Support Category; however, the exact type of labor category and minimum requirements for each labor category will be determined within the individual task orders issued by the customer and agreed to by both the Contracting Officer and the Contractor. This is a short duration project labor type only and as such, SME is limited to 1 year on the contract. Examples of the types of labor categories anticipated to be ordered under the specialty category include, but are not limited to, the following:

Organizational Development Specialist

Earned Value Management Analyst

Programmer

Quality Assurance Specialist

Mathematician

Performance Metrics Specialist

Conference Facilitator

Minimum Skill Level: n/a

Skill Level Range: n/a